Unit 411 Melbourne Residences, 11 Sen. Gil J. Puyat Ave., Palanan, Makati City

REFERENCE NO : HRD-P001-2025		**Version :**	1
TO:	ALL EMPLOYEES	**DATE:**	January 24, 2025
FROM:	HUMAN RESOURCES	**NO. OF PAGES:**	3
SUBJECT:	**Borrowed Paid Time Off**		

1. PURPOSE

The purpose of the Borrowed Paid Time Off (PTO) policy is to provide employees with a flexible solution for managing unexpected or urgent personal needs when they do not have sufficient PTO accruals.

This policy aims to achieve the following goals:

1. Support Employees During Emergency/Urgent Situations
2. Promote Work-Life Balance
3. Demonstrate Organizational Support
4. Ensure Business Continuity

By implementing this policy, the organization aims to provide a safety net for employees in urgent situations while maintaining fairness, accountability, and operational efficiency.

2. POLICY

The Borrowed Paid Time Off (PTO) policy is intended to provide employees with a flexible option to address time-off needs when they do not have enough accrued PTO, but only under specific and justifiable circumstances.

Employees may borrow PTO only if it meets one of the following conditions:

1. Emergency Situations
   Unforeseen personal or family crises, such as accidents, calamities, war, or other life-threatening situations which require immediate attention.
2. Sick Leave
   Situations wherein the employee is unable to work due to personal illness, injury, or the need to care for an immediate family* member who is unwell. -
   *Immediate family is defined as the following:
   1. Single - Mother, father, siblings, step-siblings, and step-parents of the employee only.
   2. Married - Legal spouse, children, legally adopted child, and stepchildren of the employee only.
   3. Widower - Children, legally adopted children and Stepchildren of the employee only.
   4. Solo Parents - Children, legally adopted children and Stepchildren of the employee only.

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3. Important Cases
   Urgent or significant matters that require the employee's presence, such as legal appointments, or other time-sensitive obligations that cannot be delayed and do not involve any form of personal and family vacation/celebration. Submission of legal documents such as subpoenas, should be presented that indicates the required specified appointment date/s. See below request timeline.

Employees may borrow against their PTO bank which is subject to approval by their supervisor.

The borrowing limits are as follows:

- Employees with less than ninety (90) days of service: Not entitled to avail of this benefit. Should it fall within the precondition mentioned above, it will be tagged as unpaid time-off.
- Employees with ninety-one (91) days to one (1) year of service: May borrow up to a maximum of eight (8) hours at any one time. Employees **are not allowed to borrow additional paid time off** unless they have accrued enough PTO credits to offset the borrowed time-off.
- Employees with more than one (1) year of service: May borrow up to a maximum of forty (40) hours at any one time. Employees **are not allowed to borrow additional paid time off** unless they have accrued enough PTO credits to offset the borrowed time-off.

Process for Borrowing PTO

1. Request Submission
   - Employees who wish to borrow PTO due to emergency or important cases must send an email request to their Team Lead and copy Human Resources Manager
   - Ensure the request includes the following details:
     - Reason for borrowing PTO.
     - Specific date(s) and work schedule time for the PTO.
     - Email subject line is "Borrow PTO"

2. Approval Process
   - The Team Lead will review and either approve or disapprove the request. Approval is based on the urgency of the case and workload considerations. Approval or disapproval should be indicated in the original email where the Human Resources Manager is copied.
   - Once approved, Human Resources will update MCVO's PTO bank to reflect the borrowed PTO.
   - Team Leads should inform the Client Services Management team immediately at client_services@mcvotalent.com for Client approval or notification.

3. Attendance Summary Update
   - The Team Lead must record the approved borrowed PTO on the employee's attendance summary, specifying the date(s) it was used for monitoring purposes.

4. Lead time to request under important cases

- ½ - 1 day requires 2-day notice
- 2 days require a 1-week notice
- 3+ days require a 2-week notice

5. Changes or Cancellations
    - Any changes or cancellations to borrowed PTO must be reported at least two (2) days before the scheduled borrowed PTO.

4. SCOPE

This policy applies to all MCVO employees who are **entitled to Paid Time Off (PTO) Credits**.

5. RESPONSIBILITIES

All MCVO employees with Paid Time Off benefits and Leaders are responsible for ensuring adherence to the requirements of this Policy.

Borrowing PTO is a privilege intended to assist employees in managing emergencies or critical personal obligations. Borrowed PTO hours will be deducted from future PTO accruals of the employee. It is the employee's core responsibility to ensure to monitor the respective PTO bank accordingly to avoid discrepancies.

6 .VIOLATIONS

Any violation of this policy may result in disciplinary action, up to and including termination of Employment or Contracts. MCVO reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity.

7. EFFECTIVITY

7.1. This Policies & Procedures (P&P) supersede any existing policy, agreement, prior communication and/or instructions on matters covered herein that may have been issued or discussed prior to the effective date hereof.

7.2. Exceptions to the strict application of the terms of this P&P may only be accommodated upon the written approval of the CEO/Founder.

7.3. The Company reserves the right to modify, alter, amend, add and/or delete any provision of this P&P.

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Thank you for your understanding and cooperation as you familiarize yourself with our company policies.

This Policy is effective February 16, 2025.

Prepared by:

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Noted by:

02/06/2025
Conrado V. Libunao Jr.
Director of Operations

Approved by:

Cherry V. Orlina
CEO/Founder

Nothing Follows